

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

March 5, 2008

5 Page Document

TITLE:	Financial Operations Manager
POSITION NO:	00633
LOCATION:	Business & Financial Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$40,521 - \$50,651 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, March 19, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

TYPICAL DUTIES: Under the direction of the Fiscal Operations Bureau Chief of the Business & Financial Services Division, this position is responsible for the development and implementation of fiscal policies and procedures for the department as they relate to the Operations and Contracts Section; paying, monitoring and analyzing of financial activities related to all payments made by the department to providers, clients, employees and vendors, including the five institutions associated with the department; the direct supervision of the Operations and Contract Payments Section within the bureau; oversight of various relationships the bureau has with fiscal staff in the other divisions within the department, the Legislative Audit Division, the Department of Administration, federal auditors and program managers, and other state agencies as they relate to the payments process; establishing and maintaining control of accounting records and reports that are complex in nature and

involve a variety of funding techniques and controls; utilizing an extensive knowledge of accounting theory and financial auditing practices, state statutes, the state budgeting and accounting system, regulations and statues related to the programs and functions of the section; and supervising 12 full-time employees.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Extensive knowledge of governmental accounting principles, practices and techniques; budgetary and funding regulations, theory, practices and procedures; Statewide Accounting, Budgeting and Human Resources Systems (SABHRS); and internal control procedures and Federal rules and regulations related to the administration of Federal grants as they relate to allowable cost and cost allocation methodologies.

Skills: Skill in the use of computer hardware and software such as DocDirect, DocuAnalyzer, Word, SABHRS, and Windows; analyzing and implementing usage of various computer programs and equipment; advanced spreadsheet applications, including experience with developing macros, creating and using pivot tables, linking and creating 3D spreadsheets, and writing complex mathematic calculations using Excel; negotiation; and oral and written communication and conflict resolution skills.

Abilities: Ability to develop and implement complex accounting policies and procedures; translate ideas and theories into practical policy; interpret complex financial data and formulate solutions/recommendations to resolve issues; learn quickly and independently; recognize opportunities for process and procedural improvement and develop effective strategies for implementing appropriate necessary changes; establish and maintain effective working relationships with employees, other agencies, and the public; and to use sound judgment and make precise and accurate decisions.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in business administration, accounting, finance, computer science or mathematics **AND** five years of professional level accounting to include two years of supervisory experience and the following: experience working with SABHRS or an equally complex accounting/payment structure; experience involving the application/interpretation of Federal rules and regulations related to allowable expenditures for Federal grants; experience developing and using advanced spreadsheet applications. Relevant professional accounting experience may substitute for formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Financial Operations Manager

Position: #00633

Location: Business and Financial Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your accounting management responsibilities and the number and level of staff directly supervised.